

***KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.***

**International recruitment and admissions coordinator – Latin america, Competition Number 17-57R**

KPU International at Kwantlen Polytechnic University has an opening for a full-time regular International Recruitment and Admissions Coordinator. In this role, you will be responsible for service-oriented and student dedicated admission advising for International students who are interested in and/or applying for KPU programs. You provide pre-admission information to prospective International students and provide advice on program suitability and eligibility based on an evaluation of student needs, prior academic history and future goals. The successful candidate is required to maintain a high level of knowledge of current educational trends and practices in Canada and around the world, specifically in Latin America. Administratively, this position reviews international documentation and credentials and also makes admissions decisions utilizing and maintaining Banner and other data systems, reports and statistics.  The International Recruitment & Admissions Coordinator participates in activities and events that represent the University internationally in promoting student admissions including attending Career Fairs, meeting with agents, and groups of students.

This position requires previous experience working with international students, experience at the post-secondary level is strongly preferred, as well as successful completion of an undergraduate degree or an equivalent combination of education and experience. Fluency in English and Spanish is required and Portuguese is considered an asset. Proven understanding of educational systems within South America and familiarity of educational systems in other major international student source countries. We also looking for candidates with experience working with international students, including an understanding of other cultures and the ability to communicate in a cross-cultural working environment. Ability to build and maintain positive, cooperative, and service-oriented relationships with internal and external clients (mainly applicants, agents, faculty, staff and prospective learners), where diversity of situations and people are routinely encountered. Competency in navigating in Banner or similar student records system as well intermediate skills using MS Word, Excel and PowerPoint.

This position requires the ability to work some evenings and weekends in order to attend and execute international student events and activities. Ability to travel to other campuses. Ability to travel internationally on occasion.

**This position will remain open until filled.**

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 17-57R to:** [**employ@kpu.ca**](mailto:employ@kpu.ca)

***All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.***